



California Department of Justice

Fingerprint Rolling Certification Program

Reference Handbook
(Penal Code Section 11102.1)

November 2003



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Attorney General



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- Program Regulations - [Available on-line](#)



California Penal Code section 11102.1 mandated the Department of Justice (DOJ) to establish, implement, and maintain a certification program to process fingerprint-based criminal offender record information (CORI) background checks on individuals who roll applicant fingerprint impressions for licensure, certification, or employment purposes, and requires those individuals to be certified. The DOJ will not accept fingerprint impressions, manually or electronically, unless they were rolled by an individual certified under the DOJ's Fingerprint Rolling Certification Program. Law enforcement personnel and state employees who have received training pertaining to applicant fingerprint rolling and have undergone a CORI background investigation are exempt from the requirements of this section while in the performance of their official duties.

Penal Code (PC) section 11102.1 seeks to protect California's criminal history information from fraud and unauthorized access by certifying individuals who roll applicant fingerprint impressions. Furthermore, PC section 11102.1 provides a safeguard against data corruption and protects the credibility of the state's criminal history database by requiring the certification of individuals who roll applicant fingerprint impressions.

This reference handbook will provide individuals with the information necessary for submitting a request for certification, including forms to be used, fees, and other information pertinent to the applicant fingerprint rolling certification process. (See Appendix section of handbook)

FINGERPRINT ROLLING CERTIFICATION PROGRAM PROCESSING PROCEDURES

Applicants for fingerprint roller certification must print out 3 copies of the Request for Live Scan Service form (BCII 8016) and take it to a law enforcement or state agency for fingerprinting services.

Applicants must be at least 18 years of age and a legal resident of California at the time of certification.

Upon receipt of the Application for Certification form (BCIA 8372), together with hard card fingerprints or a copy of a Request for Live Scan Service form (BCII 8016) indicating that the fingerprints were electronically sent to the DOJ, and appropriate processing fees, the FRCP will begin processing the application. After successful completion of the application review process and criminal background check, the individual will receive an approval letter and certificate from the FRCP. The letter will contain a confidential certification number and will serve as confirmation that the individual has been certified by the FRCP to take fingerprint impressions of applicants for licensure, certification, and employment purposes. This is a one-time process and the certificate issued remains in effect until it is surrendered, revoked, or suspended for cause.



If an application is denied, the FRCP will provide the applicant with a written notice which will specify all causes on which the denial is based. The applicant will also be provided with instructions on how to appeal this decision if they believe a reconsideration of the denial is warranted.

The DOJ will retain the individual fingerprint images for subsequent arrest notification purposes pursuant to Penal Code section 11105.2. If the FRCP receives a subsequent arrest notification and a disqualifying event involving a certified fingerprint roller occurs, the certificate will be revoked.

INDIVIDUAL'S RESPONSIBILITY PRIOR TO CERTIFICATION

Individual's requesting certification to take fingerprint impressions for criminal offender record information (CORI) clearances for licensure, certification, and employment purposes must comply with the following:

1. Review the pre-certification materials (reference handbook)
2. Print out 3 copies of the Request for Live Scan Service form (BCII 8016)
3. Complete the Application for Certification form (BCIA 8372). This application must be notarized, signed, and dated attesting to the fact that the applicant has read the pre-certification materials.
4. Submit fingerprints - either hard card or live scan:
 - < If submitting fingerprints via hard card, send a check or money order to the DOJ for fees totaling \$81 (\$32 for the state fingerprint submission, \$24 for the federal fingerprint submission, and a certification fee of \$25).
 - < If transmitting fingerprints via live scan, fees must be paid directly to the law enforcement or state agency providing the fingerprinting services.

(Fee amounts do not include separate fees that may be charged by an agency for rolling fingerprints).
5. The notarized application, fees, and hard card fingerprints, or the notarized application and a copy of the live scan form, must be submitted to the FRCP at the address designated on the Application for Certification form.



The DOJ will not accept cash. Fees are not refundable. To determine the appropriate fees to be sent with your application, please read sections below on submission via live scan and submission via hard card.

Submitting Fingerprints via Live Scan

Individuals applying to be certified are required to have their fingerprints taken at a law enforcement agency, state agency, or the DOJ (refer to Program Regulations section 994.5). To obtain an address for one of these agencies in your area, you may go on-line to the Attorney General's home page at <http://caag.state.ca.us/> or the Applicant Fingerprint Submission page at <http://caag.state.ca.us>.

The Request for Live Scan Service form (BCII 8016) must be submitted to the agency providing the live scan service. The Fingerprint Rolling Certification processing fee of \$81 is to be paid to the law enforcement or state agency where the live scan services are obtained. Applicants are

encouraged to contact the agency to determine if an appointment for fingerprinting is required, what **additional** fees may be charged for the fingerprint rolling services, and the acceptable method of payment.

After the live scan services are performed, the applicant will receive a copy of the BCII 8016. Submit the copy of the BCII 8016 along with the notarized application to the DOJ at the address indicated on the application.

Fingerprints Submitted via Hard Card

If the individual is submitting fingerprints on a hard card (FD-258), the individual needs to send their hard card fingerprints along with the notarized application. The FD-258 must be accompanied by a check or money order in the amount of **\$81** payable to the “California Department of Justice” or an agency Billing Transaction Form (JUS 204). The notarized application, fingerprints, and fees must be mailed to the DOJ at the address indicated on the application.

INDIVIDUAL’S RESPONSIBILITY AFTER CERTIFICATION

Upon receipt of the required documents, and after the successful completion of the application review and background check, the individual will receive the following materials via mail:

- Letter of Approval
- Certificate (to be displayed at place of business)
- Copy of the Department of Motor Vehicles pamphlet “Is It Valid?”
- Sample Applicant Fingerprint Card (FD-258)
- Live Scan Fingerprinting Techniques and Fingerprint Patterns

The letter of approval will contain the individual’s confidential certification number and will serve as confirmation that the individual has been certified to take fingerprint impressions for licensure, certification, and employment purposes. The certification number is **confidential** and should be stored in a secure location. The certification number should not be shared with any other individual. The certificate issued by the FRCP should be displayed in plain view at the place of business, indicating to individuals who need fingerprinting services that a person certified to roll fingerprint impressions can be found at that business location. (Note: A certified fingerprint roller may not, however, provide fingerprinting services for individuals applying to become certified fingerprint rollers.)

If, for any reason, your certification letter containing your confidential certification number or your certificate is lost, stolen, or damaged, you may contact the FRCP at (916) 227-6420 to request a duplicate. The cost for a duplicate letter or certificate is \$5.00.

Validate Identification

Prior to rolling fingerprint impressions, it is imperative that the identity of the applicant be established. It is the responsibility of the certified fingerprint roller to check the identification of individuals being fingerprinted. A valid photographic identification must be presented by the applicant and checked closely by the certified fingerprint roller taking the fingerprint impressions. This ensures that the applicant's identity is validated against proper identification which results in accurate information submitted to the DOJ. Please refer to the copy of the pamphlet "Is It Valid?" by the Department of Motor Vehicles included with the approved certification materials.



Examples of current and valid photographic identification include:

- < California Driver License
- < California Department of Motor Vehicles (DMV) Identification Card
- < Out-of-State Driver License
- < Passport
- < Alien Registration Card/Immigration/Green Card
- < Military Identification Card

Electronic Submission (Live Scan Device)

When rolling fingerprint impressions via live scan, the certified fingerprint roller will be required to enter his/her unique certification number into the live scan device.

Live scan devices allow the electronic submission of applicant fingerprint images and related information. Live scan technology replaces the process of recording an individual's fingerprint pattern manually through a rolling process using ink and a standard 8"x8" hard fingerprint card. Fingerprint images are digitized through an electronic process enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the DOJ. This electronic transfer of information drastically reduces the submission timeframes. Previously, days were needed to send hard fingerprint cards via the United States Postal Service.

Live scan devices are designed so fingerprint techniques and procedures are very similar to inked fingerprinting. A major advantage of electronic fingerprinting is that a scanned fingerprint image can be reviewed and re-scanned if the captured image is unsatisfactory. Live scan devices have other system capabilities which further enhance its performance. For information on the requirements for establishing a live scan connection to the DOJ, please contact the Record Improvement and Field Liaison Program at (916) 227-3332.

Hard Fingerprint Cards

When rolling fingerprint impressions using the Applicant Fingerprint Card (FD-258), ensure that the impressions are legible and clear. The certified fingerprint roller must sign the fingerprint card and legibly write their certification number next to their signature.

If the quality of the fingerprint image is poor and/or if data fields are not properly completed, the applicant fingerprint card will be rejected and returned to the applicant's contributing agency.

APPENDIX (ATTACHMENTS)

FINGERPRINT ROLLING CERTIFICATION PROGRAM

PROCESSING FEES

- \$32 for the state fingerprint submission
- \$24 for the federal fingerprint submission
- \$25 Certification fee

Total **\$81**


METHODS OF PAYMENT

- Check payable to the “California Department of Justice”
or;
- Money Order payable to the “California Department of Justice”
or;
- Agency Billing Transmittal Form (JUS 204)

CASH WILL NOT BE ACCEPTED

NOTE: *Please refer to page 3 of this handbook if submitting fingerprints via live scan. An agency may charge a separate additional fee for processing via live scan. Agencies fees are not included in above amount of \$81. Since agencies charge various amounts for processing, please contact the agency directly to obtain the fees for their live scan fingerprint services.*

Bill Lockyer, Attorney General

<p>California Department of Justice DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES Nick L. Dedier, Director/CIO</p>		<h1 style="margin: 0;">INFORMATION N BULLETIN</h1>	
<p><i>Subject:</i></p> <p>Certification of Individuals Who Take Fingerprint Impressions</p>		<p><i>No.</i></p> <p>03-10-BCIA</p> <hr/> <p><i>Date:</i></p> <p>7/7/03</p>	<p><i>Contact for information:</i></p> <p>Michelle Land, Analyst (916) 227-6420</p>

To: **Law Enforcement Agencies**
 Governmental Agencies
 Non-Governmental Agencies

This Information Bulletin is to notify you that effective **January 1, 2004**, the Department of Justice (DOJ) will no longer accept applicant fingerprint impressions unless they are rolled by an individual certified under the Department of Justice Fingerprint Rolling Certification Program.

The passage of Assembly Bill (AB) 2659 (Chapter 623, Statutes of 2002) requires DOJ to establish, implement, and maintain a certification program for individuals who roll applicant fingerprint impressions for licensure, certification, or employment purposes. **Law enforcement personnel** and **state employees** who have received training pertaining to applicant fingerprint rolling and have undergone a criminal offender record information (CORI) background investigation are **exempt** from the requirements of this section.

Individuals interested in applying for certification can either telephone the DOJ at (916) 227-6420 to request a pre-certification packet along with the required application, or fax their request to (916) 227-3774. All applicants will be required to submit fingerprints for a state and federal-level CORI background check. The applicant processing fees for certification total **\$81** (\$32 for the state fingerprint submission, \$24 for the federal fingerprint submission, and a certification fee of \$25). The fees and fingerprint impressions must be submitted to the DOJ along with a completed, signed and notarized application.

Live-scan fingerprint services may be obtained at most law enforcement agencies. To obtain the location of live-scan fingerprint services available in your area, you may go on-line to the Attorney General's home page at <http://caag.state.ca.us/> or the Applicant Fingerprint Submissions page at <http://caag.state.ca.us/app/>.

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Certification of Individuals Who Take Fingerprint Impressions
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Applicants applying for certification must meet the following criteria:

- 1) Be a legal resident of California at the time of certification.
- 2) Be at least 18 years of age.
- 3) Have satisfactorily completed a notarized written application prescribed by the DOJ to determine the fitness of the person to carry out the functions of a fingerprint roller.

Upon successful completion of the application review process and criminal background check, the individual will receive an approval letter and certificate from the DOJ. This letter will contain a confidential certification number and will serve as confirmation that the individual has been certified by the DOJ to take fingerprint impressions of individuals for licensure, certification, or employment purposes. The certificate may be displayed at the fingerprinting station to verify the qualifications of the individual to roll applicant fingerprint impressions.

The DOJ will retain the fingerprints for subsequent arrest notification pursuant to Penal Code section 11105.2. Certification will be denied to those applicants convicted of any felony offense, or any other offense involving dishonesty, fraud, deceit, or a crime substantially related to the qualifications, functions, or duties of a person engaged in the business of rolling fingerprint impressions. In addition, certification may be denied upon any substantial and material misstatement or omission in the application submitted to the DOJ.

Additional program information is available on the Attorney General's web site at <http://ag.ca.gov/fingerprints/index.htm>. If you have any questions, please contact the Automated Systems Program, Fingerprint Rolling Certification Program, at (916) 227-6420.

Sincerely,

DOUG SMITH, Deputy Director
Division of California Justice Information Services

For BILL LOCKYER
Attorney General

FINGERPRINT ROLLING CERTIFICATION PROGRAM

DISQUALIFYING OFFENSES

Any felony conviction will be grounds for denial of issuance or revocation of a fingerprint roller certificate. [Authority: Penal Code Section §11102.1 (f)].

and/or

Any other state or federal convictions involving dishonesty or "moral turpitude" [*People v. Castro* (1985) 38 Cal. 3d 301], provided that the crimes are substantially related to qualifications, functions, or duties of a person engaged in the business of rolling fingerprint impressions may be grounds for denial of issuance or revocation of a fingerprint roller certificate.

POSSIBLE DISQUALIFYING OFFENSES

Including but not limited to:

- < Bribery (Penal Code §§ 67, 67.5(b), 68)
- < Embezzlement (Penal Code §501)
- < Engaging in a money transmittal business without a license (Financial Code § 1823)
- < Extortion (Penal Code § 518)
- < Grand theft crimes (Penal Code §§ 487a, 487b, 487c, 487d, 487e, 487g, 487h)
- < Insurance fraud (Insurance Code §§ 548, 549, 550)
- < Medi-Cal fraud (Welfare & Institutions Code § 14107)
- < Receiving stolen property (Penal Code § 496)
- < Welfare fraud (Welfare & Institutions Code § 11483)
- < Theft or forgery of an access card (Penal Code §§ 484e, 484f)
- < Use of an access card unlawfully obtained or false representation of card ownership (Penal Code § 484g)
- < Furnishing by a retailer of cash, goods, services or other things of value upon presentation of a card the retailer knows to be false (Penal Code § 484h)
- < Unlawful possession of incomplete access card (Penal Code § 484i)
- < Publication of access card, number or code with intent to defraud another (Penal Code § 484j)